



State of New Hampshire
Department of Health and Human Services
Division of Public Health Services
Radiological Health Section

Chiropractic X-Ray Inspection Guide

Administrative items:

- Registration is available and current
- Radiation Protection Program must include:
 - Name of Radiation Safety Officer (RSO), and RSO responsibilities
 - Annual review of Radiation protection program - documentation for 3 years of reviews conducted by RSO or management/ownership
 - Training requirements for users of x-ray machines
 - Safe operating Procedures
 - Personnel Monitoring and annual dose limits
 - Dose limits to the public
 - Use of Lead aprons
 - Declared pregnant women and Exposure policy
 - Self-inspections/audits
- Dosimetry Records – Entire dosimetry history must be maintained
 - Prior occupational dose
 - Dosimetry reports provided by request to employees upon termination
- Scaled Drawing and Shielding evaluation that includes the following:
 - Locations of X-ray machines
 - Adjacent area use and occupancy factors
 - Shielding thicknesses
 - Shielding review must include assumptions made by registered physicist
 - **NOTE: IT IS THE REGISTRANT'S RESPONSIBILITY TO MAINTAIN RECORDS OF A SHEILDING EVALUATION AND A SCALED DRAWING**
- Posting of RHS-5: Notice to Employees
 - Employees have access to the current version of the New Hampshire Rules for the Control of Radiation (NHRCR) either online or printed out
- X-ray logs: patient file or digital storage
- Service records – e.g. Maintenance, installation paperwork, calibration, etc.

Machine Requirements:

Diagnostic Machine Requirements:

- Legible and accessible Machine labels include the following:
 - Warning: this X-ray unit may be dangerous to patient and operator
 - Machine produces radiation when energized
- Technique Chart must be posted on or near machine and indicate the following:
 - Any adjustable settings used by the practice including:
 - kVp setting
 - Timer setting
 - mA
 - Film or Digital sensor
 - Icons/preset values can be taken into consideration
- User manual available

Radiological Health Section (RHS) Performance Checks

- An RHS inspector will verify the performance characteristics of selected x-ray machines using specialized instrumentation. The parameters most frequently measured are:
 - kVp Output
 - Timer Accuracy
 - Filtration
 - ESE (Entrance Skin Exposure)
 - Beam size/Beam Shape
 - General Operability
- **NOTE:** An RHS inspector tests your machine to verify that it is operating in compliance with the NHRCR. An inspection should not be considered as routine maintenance of your machine. If there are any performance issues noted during the inspection, contact your service provider.



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References:

- *New Hampshire Rules for the Control of Radiation (NHRCR):*
 - *He-P 4019 - Notices, Instructions, and Reports to Workers; Inspections*
 - *He-P 4020 - Standards for Protection Against Radiation*
 - *He-P 4021 - Records, Reports, and Additional Requirements*
 - *He-P 4022 - Surveys and Monitoring*
 - *He-P 4040.03 - Shielding Plan Review*
 - *He-P 4045 - Use of Radiation Machines: Administrative Requirements*
 - *He-P 4046.01 - General Requirements for All Diagnostic X-ray*
 - *He-P 4046.06 - Radiographic Systems Other Than Fluoroscopic, Dental Intraoral, or Computed Tomography X-ray Systems*
 - *He-P 4046.07 - Certified Diagnostic Systems Only*
- *NHRCR can be found here:*
<https://www.dhhs.nh.gov/dphs/radiological/rules.htm>

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